

City Of Seattle

EMPLOYEE TELECOMMUTING AGREEMENT

Name of Employee_____

Employee's Title_____

Department and Division_____

Supervisor_____

Supervisor's Title_____

The City of Seattle and the undersigned employee agree as follows:

Location

The address of the employee's alternate work place shall be:

A description of the work area located at the above address is:

WORK PLACE HEALTH AND SAFETY

The employee represents that the alternate work place has adequate light, heat, ventilation, electrical service, and other conditions which make a safe and healthful work environment. The employee shall maintain the alternate work place in a safe and healthful condition, including proper ergonomics. The employee shall complete the Telecommuters' Work Place Safety Checklist and submit it to the employee's supervisor by _____ (date). The employee may begin telecommuting when all required information has been provided and approved.

The employee shall act in a responsible manner to avoid injury. The employee understands that failure to take proper health and safety precautions in the alternate work site may result in termination of the Telecommuting Agreement and/or corrective personnel action.

INSPECTION

The employee's supervisor or the supervisor's delegate may inspect the employee's work place for safe conditions, or to repair, maintain, or inspect City of Seattle equipment at the alternate work place with the following advance notice:

DAYS

The days of the week the employee will work at the alternate work place shall be as follows:

HOURS

The hours the employee will work at the alternate work place shall be as follows:

The supervisor must approve each instance of accrual of overtime or compensatory time in advance, consistent with departmental policy, and dependent upon an employee's status, including working on an official holiday.

The employee shall record hours worked, and interruptions taken for personal activities, as follows:

The core hours during which the employee is to be available on the telephone or through other electronic communication with the regular office or with clients shall be:

CALLING IN

The times each day or each week when the employee must call in to the regular office, to the employee's voice mail at the regular office, or to the employee's supervisor shall be:

CITY EQUIPMENT
USED AT ALTERNATE WORK PLACE

City equipment or computer software provided by the City of Seattle for the employee to use at the alternate work place shall be (specify serial numbers, City of Seattle inventory numbers, manufacturer's name, models):

Installation, repair, maintenance, and adjustments of any City equipment or software shall be provided as follows:

The City of Seattle agrees to provide other equipment or services or reimbursement for equipment or services as follows:

The employee shall only use properly licensed software for City of Seattle business and shall abide by the City of Seattle's license agreements with software companies.

The employee shall limit the use of City of Seattle equipment and software to authorized business for the City of Seattle.

The employee shall act responsibly to protect the City of Seattle's equipment, documents, and information from theft or other loss and to maintain the confidentiality of information.

The employee shall return the City of Seattle's equipment or software upon the request of the supervisor or upon termination of this agreement.

PERSONAL EQUIPMENT

The employee is responsible for the installation, repair, and maintenance of the employee's personal equipment except for the following provisions:

The employee is advised to consult with the employee's homeowner's or renter's insurance policy agent regarding the coverage for the employee's personal equipment used for business to ensure coverage is adequate. (The employee is to pay for this expense.)

TRAVEL

Work-related travel to the regular work place, on days the employee is assigned to work at an alternate work place, is to be kept to a minimum and must be pre-approved by the employee's supervisor. Work-related travel elsewhere than to the regular work place shall be approved in accordance with the same standards as apply for such travel from the regular work place. Work-related travel is authorized while the employee is working from the alternate work place under the following conditions:

**OFFICE SUPPLIES,
POSTAGE, FAXING, & COPYING**

The employee shall obtain any office supplies, postage, faxing services or copying services needed to complete the assigned projects only as follows:

TELEPHONE EXPENSES

The City agrees to provide for installation, ongoing charges for a telephone line, and payment for long distance service under the following conditions:

The employee shall limit the use of any City-provided telephone line or equipment to business for the City of Seattle.

OTHER EXPENSES

The City will only pay for a claimed expense which has been separately and expressly pre-approved.

CONFIDENTIAL INFORMATION

Confidential documents or computer information shall be taken from the regular work place only as follows (specify the category of documents and security measures to be employed):

The following documents or computer information may not be removed from the regular work place without the Department Director's approval:

ASSIGNMENTS AND EVALUATION

The work to be done at the alternate work location shall be determined as follows:

The employee shall receive and submit assignments as follows:

The supervisor shall verify the quality and quantity of work done as follows:

The telecommuting arrangement shall be evaluated in writing by the supervisor after meeting with the employee after _____ months, and every _____ months thereafter.

Either the employee or the City of Seattle may terminate this agreement for any reason upon _____ day's notice.

I have been given a copy of the City of Seattle Telecommuting Policy Statement, have read it, and all my questions have been answered.

Signature below signifies agreement with the provisions in this document and with the City of Seattle Telecommuting Policy Statement.

(Employee)	(Date)
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(Employee's Immediate Supervisor)	(Date)
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(Employee's Department or Division Manager)	(Date)
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cc: Division Director, Employee Personnel File, Employee's Union Representative